DOCUMENT RESUME

ED 163 953 IR 006 525

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TITLE Workbook for the Introduction to the Library.
INSTITUTION Michigan Univ., Ann Arbor. Univ. Libraries.
PUB DATE 78
NOTE 47p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Dictionary Catalogs; Indexes (Locaters); Information Retrieval; *Library Guides; *Library Instruction; Library Reference Services; Library Skills; Reference Books; Undergraduate Students; *University Libraries; Workbooks

ABSTRACT

To introduce undergraduate students to the library and to familiarize them with the various indexing systems and reference materials, the University of Michigan has produced this workbook designed specifically for their library. The information and exercises included cover physical layout, the card catalog, the Library of Congress Classification system, periodical indexes, abstracts, the union list, New York Times index, the serial list, closed reserve, biography and book review searches, dictionaries, encyclopedias, literary handbooks, and atlases. (JVP)

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WORKBOOK FOR THE INTRODUCTION TO THE LIBRARY

by

Sheila Rice

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Timothy F. Richards

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR006525

GENERAL INSTRUCTION SHEET

Objective: To introduce you to the Undergraduate Library and the use of various library materials in order to help you use the Library more effectively.

Directions:

1. Read the information sheet(s) for each assignment when you are ready to do that assignment. These sheets will describe a specific library facility or resource. Be sure to read carefully. The information needed to do each problem should be on these sheets.

2. Then do the problem that corresponds to the appropriate information sheet. Use only the materials that have been described to solve the problems.

3. The problems should be completed by the date assigned, and the booklet turned in to your instructor.

4. When your booklet is returned, each problem will be marked either "o.k." or "re-check". If it is marked "o.k.", no further work is necessary on that particular problem. If it is marked "re-check", read the comment and try to do the problem again. You may turn the workbook in to a librarian at the reference desk when you have all the problems corrected that say "re-check". The results and your workbook will be returned to your instructor.

BE SURE YOUR NAME AND YOUR INSTRUCTOR'S NAME ARE ON THE WORKBOOK

This library project represents many hours of effort by members of the Undergraduate Library staff. I would like to thank all who contributed. We also express our appreciation to Mimi Dudley of UCLA College Library whose model we followed.

Sheila Rice
Project Coordinator

1978

INTRODUCTION TO THE LIBRARY

Around the Undergraduate Library are several items that you are to identify. First, locate the item corresponding to the information in each question. You should be able to locate these items by following the instructions. The answers to these questions should be obvious, but if you have a problem, ask library personnel for assistance.

LOBBY - MAIN FLOOR

1. The circulation desk is located to your right as you enter the lobby. At what time does the circulation or charging desk close?

   answer _____

INSIDE GLASS DOORS - MAIN FLOOR

2. As you walk through the glass doors, along the front wall to the left are four atlas cases. What is the title of one atlas you find there?

   answer _____

3. Near the atlas cases are two reference desks. Find the sign on the front of one desk that tells you when a librarian is on duty. According to this sign, what are the hours on Sunday that a reference librarian is on duty?

   answer _____

4. Behind the reference desks are shelves of reference books. You will be using many of these to answer the questions in this workbook. These reference books are arranged by call number. What is the title of the one with the call number CT 100 .C98?

   answer _____

5. Behind the reference area is the microfilm area. Here you will find three cases of microfilm and several microfilm readers. In the Undergraduate Library, the New York Times and four different periodicals are available on microfilm. According to the labels on the drawers of the case to the left, what is the title of one of the periodicals that is available on microfilm?

   answer _____

6. Back next to the reference books are rows of index tables. The indexes on these tables are there to help you find articles in periodicals or magazines. What is the title of the green index with the call number AI 3 .R282?

   answer _____

7. Near the index tables is a long row of grey filing cabinets. These are the pamphlet files. The pamphlet files are arranged by subject in these cabinets. What does one of the signs on the top of the pamphlet files tell you?

answer _____

8. The card catalog is also near the reference desks and the index tables. There are two different sections of card catalog. The section facing the reference desks is labelled "Education Catalog", and it lists books from the former Education Library. The other section marked "UGL Catalog" is for books in the Undergraduate Library collection. The "UGL Catalog"is composed of eleven cases. Each drawer is assigned a number. How many numbered drawers are there in the "UGL Catalog"?

answer _____

9. Near the card catalog along the main, center aisle are dictionary stands. What is the complete title of the large gold or yellow dictionary on one of these stands? These dictionaries are also located on stands throughout the building.

answer _____

10. Toward the rear (center) of the main floor are shelves of bound periodicals (magazines). These shelves are identified by the green labels at the top. The periodicals are arranged alphabetically by title on these shelves. What is the color of the binding (cover) on the periodical Journal of Negro History?

answer _____

11. At the rear of the main floor is the reserve desk. Near the reserve desk is a sign "How to find reserve materials." According to this sign, what is step 2?

answer _____

Return to the front lobby, and take the stairs to the second floor.

SECOND FLOOR

12. To your right as you enter the second floor from the stairs is the Sight & Sound Center. At what time does this facility open?

answer _____

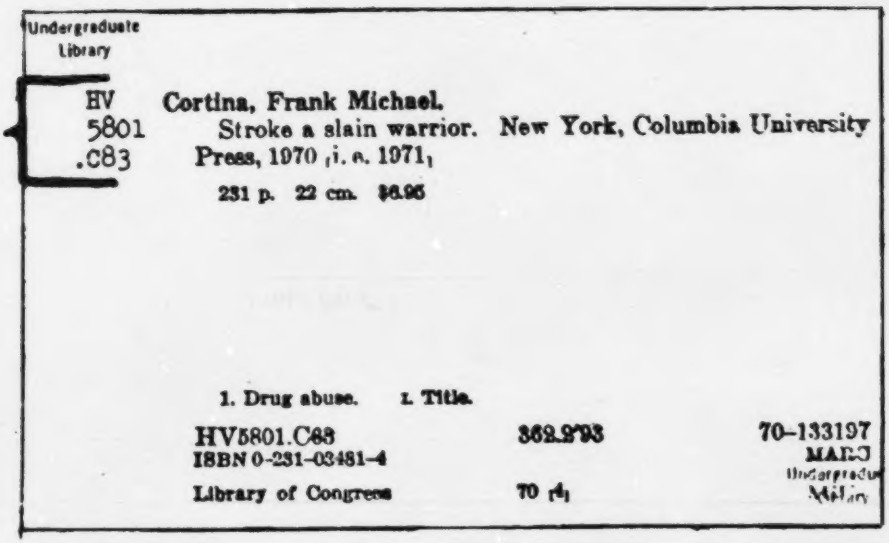
13. Find room 214. How much does it cost per hour to use the electric typewriters in that room?

answer _____

I. CARD CATALOG: UNIT CARD

Objective: Given a catalog card, student can identify a specified part of the card such as the call number.

When looking for materials in the library, you will often begin with the card catalog. There are cards in the catalog to represent most library materials--books, periodicals, and spoken-word recordings. You will notice that all cards for the same book, periodical, or recording are basically the same with the addition of information such as the title or subject headings when appropriate. Using basically the same card for author, for title, and for subject headings is referred to as the UNIT CARD concept. Below is a typical catalog card, and on the page that follows, are the author, title, and subject cards for this book. See how they compare.


Undergraduate Library
call number
HV 5801 .C83
Cortina, Frank Michael.
Stroke a slain warrior. New York, Columbia University Press, 1970 [i. e. 1971]
231 p. 22 cm. $6.95
1. Drug abuse. I. Title.
HV5801.C83 362.2'93 70-133197
ISBN 0-231-03481-4
MARC
Library of Congress 70 [4]

SAMPLE UNIT CARD

AUTHOR CARD (same as "UNIT" card)

Undergraduate Library

HV 5801 .C83 **Cortina, Frank Michael.**
Stroke a slain warrior. New York, Columbia University Press, 1970 [i. e. 1971]
231 p. 22 cm. $8.95

1. Drug abuse. I. Title.

HV5801.C68 362.2'93 70-133197
ISBN 0-231-03481-4 MARC
Library of Congress 70 [r4] Undergraduate Library

TITLE CARD

(same as author card with title typed above the author's name)

Undergraduate Library — Stroke a slain warrior

HV 5801 .C83 **Cortina, Frank Michael.**
Stroke a slain warrior. New York, Columbia University Press, 1970 [i. e. 1971]
231 p. 22 cm. $8.95

1. Drug abuse. I. Title.

HV5801.C68 362.2'93 70-133197
ISBN 0-231-03481-4 MARC
Library of Congress 70 [r4] Undergraduate Library

SUBJECT CARD

(same as author card with subject heading typed in red or CAPITALS)

Undergraduate Library — Drug abuse

HV 5801 .C83 **Cortina, Frank Michael.**
Stroke a slain warrior. New York, Columbia University Press, 1970 [i. e. 1971]
231 p. 22 cm. $8.95

7

1. Drug abuse. I. Title.

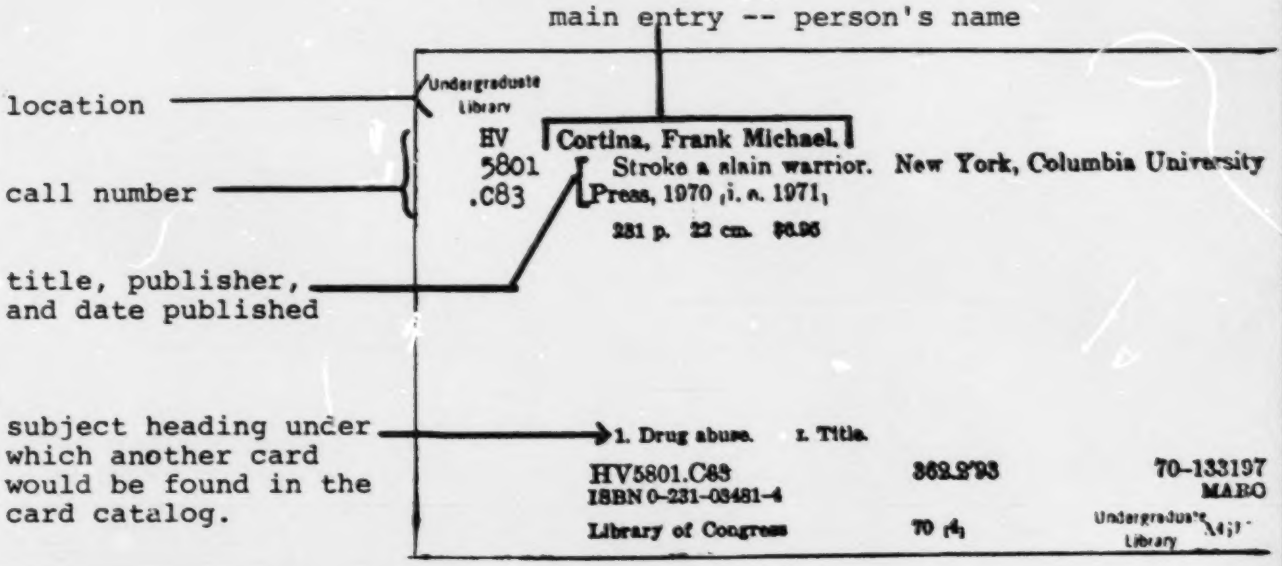
HV5801.C68 362.2'93 70-133197
ISBN 0-231-03481-4 MARC
Library of Congress 70 [r4] Undergraduate Library

II. CARD CATALOG: MAIN ENTRY

Objective: Given a main entry and/or title to find in the catalog, the student can identify the call number.

The card catalog contains cards for authors, titles, and subjects. In the Undergraduate Library, these cards are interfiled in alphabetical order. Either the author or the title is designated as the "main entry". You will notice that the "main entry" is the same as the unit card and is the basis for other entries (title and subject) of the same book.

The "main entry" is most often the author. Authors are usually individuals, but they may also be organizations such as the Ford Foundation, the National Education Association, or United Farm Workers Organizing Committee. For some materials such as periodicals, there is no author, and the "main entry" is the title. On the page that follows are examples of the different types of main entries.



SAMPLE MAIN ENTRY CARD

MAIN ENTRY -- PERSON

Undergraduate Library
PG
3476
.N3
D23

Nabokov, Vladimir Vladimirovich, 1899–
The gift; a novel. Translated from the Russian by Michael Scammell with the collaboration of the author. New York, Putnam [1963]
378 p. 23 cm.

1. Title.

Undergraduate Library *

PZ3.N121Gi **63-9667 ‡**

Library of Congress [5] **MiU**

MAIN ENTRY -- CORPORATE BODY

Undergraduate Library
Z
253
.N54

New York times.
Style book.

[New York]
v. 20 cm.
Editor:

For complete record see Shelf [illegible]
R. E. Garst.

1. Printing, Practical—Style manuals. 2. Journalism—Handbooks, manuals, etc. 1. Garst, Robert Edward, 1900– ed.

Z253.N56 **655.25** **38—30140*‡**

Undergraduate Library *

Library of Congress [51r50g2] MiU

MAIN ENTRY -- TITLE

Undergraduate Library
PS
634
.N53

New voices in the American theatre. Foreword by Brooks Atkinson. New York, Modern Library [1955]
xi, 559 p. 19 cm. (The Modern library of the world's best books [no. 258])

CONTENTS.—A streetcar named Desire, by T. Williams.—Death of a salesman, by A. Miller.—Come back, little Sheba, by W. Inge.—The seven year itch, by G. Axelrod.—Tea and sympathy, by R. Anderson.—The Caine mutiny court-martial, by H. Wouk.

9

1. American drama—20th cent. 1. Atkinson, Justin Brooks, 1894–

Undergraduate Library *

PS634.N49 **812.5082** **55-10654**

MiU

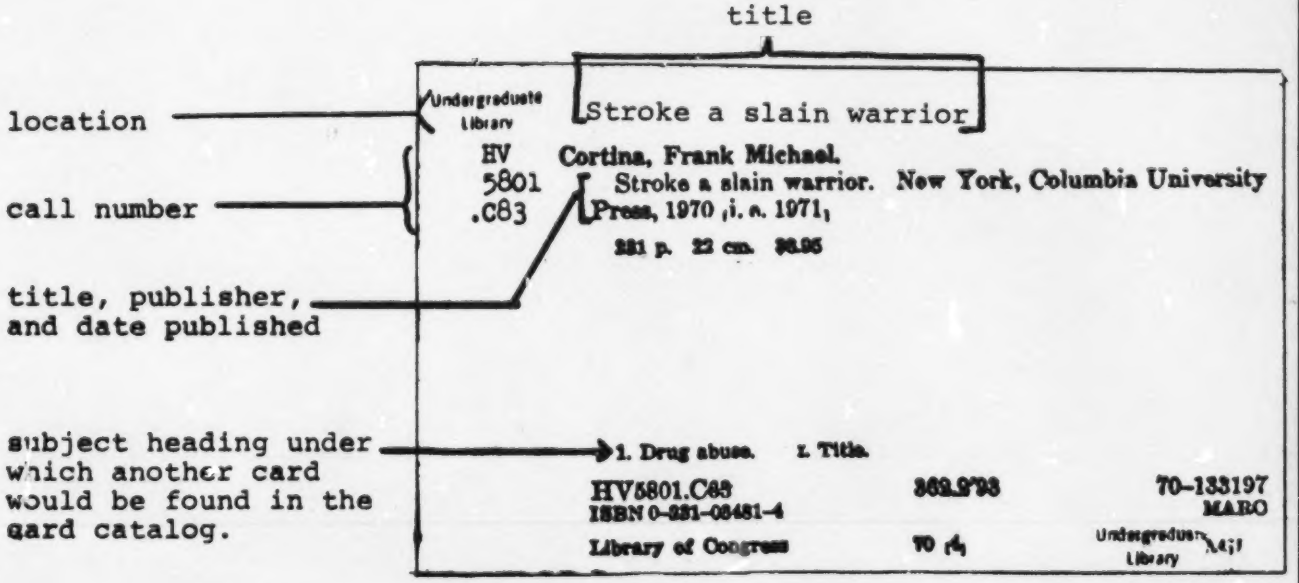
Library of Congress [5]

III. CARD CATALOG: TITLE APPROACH

Objective: Given a title, the student will find the title card in the catalog and will identify the author portion of the card.

In addition to "main entry" cards which were just described, there are also "added entries" for other useful information. If the main entry for a work is the author's name, frequently the title is provided as an additional or "added entry". In such cases, the title will be typed at the top of a copy of a "main entry" or unit card.

Title entries are interfiled alphabetically in the card catalog according to the first word in the title that is not an article (a, an, the).

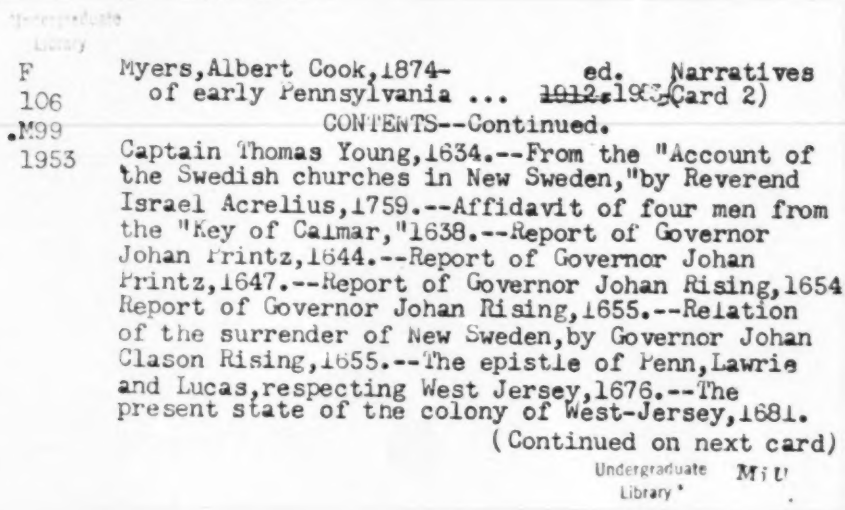


SAMPLE TITLE CARD

CARD CATALOG: PROBLEM SHEET I

1. CARD CATALOG: UNIT CARD

According to the card below, what is the complete call number of this material?



Undergraduate Library

F
106
.M99
1953

Myers, Albert Cook, 1874- ed. Narratives of early Pennsylvania ... 1912. 1953 (Card 2)

CONTENTS--Continued.

Captain Thomas Young, 1634.--From the "Account of the Swedish churches in New Sweden," by Reverend Israel Acrelius, 1759.--Affidavit of four men from the "Key of Calmar," 1638.--Report of Governor Johan Printz, 1644.--Report of Governor Johan Printz, 1647.--Report of Governor Johan Rising, 1654 Report of Governor Johan Rising, 1655.--Relation of the surrender of New Sweden, by Governor Johan Clason Rising, 1655.--The epistle of Penn, Lawrie and Lucas, respecting West Jersey, 1676.--The present state of the colony of West-Jersey, 1681.

(Continued on next card)

Undergraduate Library MiU

answer _____

2. CARD CATALOG: MAIN ENTRY

You are looking for a book by Luis Quintanilla

with the title Pan Americanism and Democracy

What is the call number?

answer _____

3. CARD CATALOG: TITLE APPROACH

There is a book with the title Four Black Revolutionary Plays

Who is the author of the book? _____

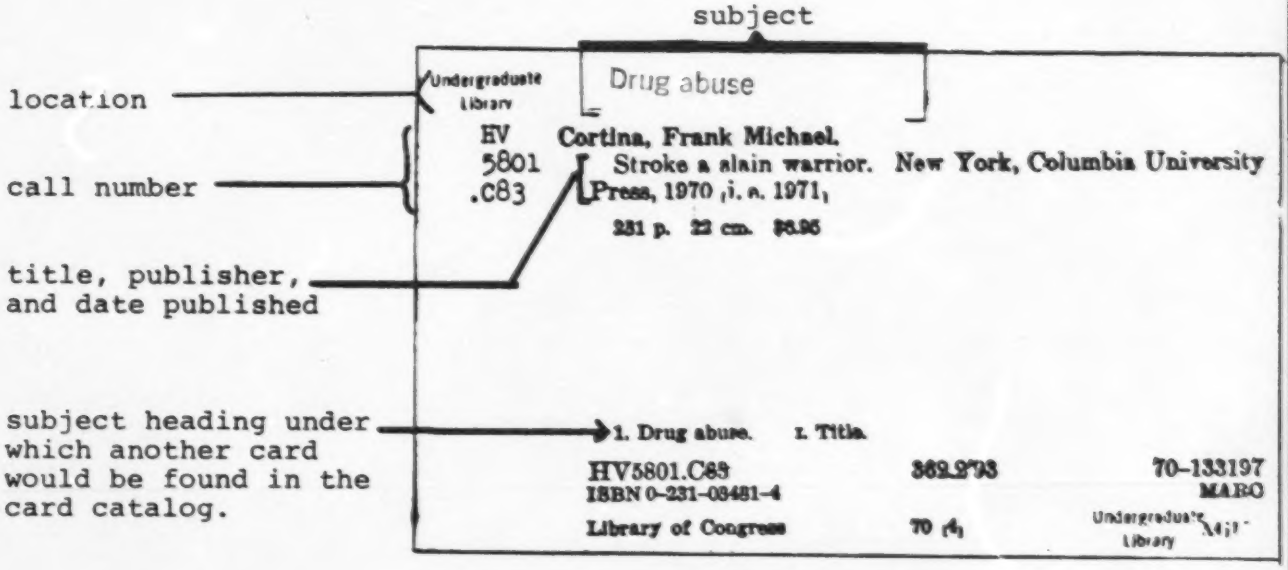
What is the call number? _____

IV. CARD CATALOG: SUBJECT HEADINGS

A. Subject cards in the card catalog

Objective: Given a subject heading in the card catalog and a call number, student will be able to find the subject card and identify the author and title.

Books are listed in the card catalog by subject under words that describe their contents. These subject headings are typed in red letters or ALL CAPITAL letters at the top of the unit card. These are interfiled alphabetically by the first word of the subject heading that is not an article (a, an, the). When you look up a subject and try to find a book about that subject, do not be completely disappointed if the book is not on the shelf. Because of the classification system by which the books are arranged (to be discussed later), books on the same subject are shelved together. Once you have found one book about a subject, chances are, other books about that subject are shelved in the same area.



SAMPLE SUBJECT HEADING CARD

IV. CARD CATALOG: SUBJECT HEADINGS

B. Finding which subject headings are used in the catalog

Objective 1: Given a cross reference in the Library of Congress Subject Headings, student should be able to identify which subject heading is used.

Objective 2: Given a subject heading in the Library of Congress Subject Headings, student should be able to identify the cross references (sa) to related material.

Sometimes subject headings are the words that first come to mind. For example: CHILDREN'S LITERATURE
MIGRANT LABOR
PHOTOGRAPHY

On the other hand, they may be very different. For example:

Topic	Subject heading used
World War I	EUROPEAN WAR, 1914-1918
Rock music	MUSIC, POPULAR
Chicanos	MEXICANS IN THE UNITED STATES

If the subject you are looking for is not used, you should consult the Library of Congress Subject Headings.

The Library of Congress Subject Headings are two volumes that list the subject headings used in the card catalog. These volumes also make references from headings that are not used to ones that are and to headings that could be used to find related materials. The list might seem confusing at first, but once you become accustomed to it, you should find it helpful. Copies of the LC Subject Headings are on one of the dictionary stands near the card catalog, and copies are also available for use at the reference desks.

It should be remembered that there are additional subject headings which do not appear in the list but do appear in the card catalog. These are most often proper names: Shakespeare, William; Ann Arbor, Michigan; and the Statue of Liberty, for example.

SAMPLES from the Library of Congress Subject Headings

Referring from heading not used to one that is used

Postage
See Postal service—Rates
Postage due mail
See Postal service—United States—Short paid mail
Postage meters
See Postal service—Metered mail

Referring to related materials

Possession (Law) *(Direct)*
sa Abandonment of property
Adverse possession
Bailments
Constitutum possessorium
Forcible entry and detainer

IV. CARD CATALOG: SUBJECT HEADINGS

C. Tracings, a useful short-cut

Objective: Given a card to look up in the catalog, student will identify the tracings.

At times you may need to use other means to determine a subject heading. If you already know of a book about a certain topic or you find a title card for a book about your subject but want to find additional books about that topic, you can use the tracings which are the numbered notes printed near the bottom of a catalog card. For example, you are writing about the effect man has on the environment, and you already have the book Beyond Repair by Barry Weisberg. To find more books on this topic, you can begin by looking up Weisberg's book under his name and note the tracings.

Undergraduate Library

GF 75 .W43 Weisberg, Barry.
Beyond repair; the ecology of capitalism. Boston, Beacon Press [1971]
ix, 201 p. 22 cm. $6.95
Includes bibliographical references.

tracings ---------- 1. Man—Influence on nature. 2. Pollution. 3. Capitalism. I. Title.

GF75.W43 1971 301.3'1 75-156455
ISBN 0-8070-0536-3 MARC
Library of Congress 71 [illegible] MiU

The tracings on this card are 1) Man-Influence on nature, 2) Pollution, and 3) Capitalism. You can now look under these subjects in the catalog to see what else the library has. This approach may seem involved at first, but in actual practice it can serve as a short cut by eliminating some of the guess work about what subject headings are used.

SUBJECT HEADINGS: PROBLEM SHEET II

4. CARD CATALOG: SUBJECT HEADINGS

Under the subject heading "European War, 1914-1918" in the card catalog, there is a book with the call number D 530 .B26 1964. Who wrote the book?

answer _____

5. LIBRARY OF CONGRESS SUBJECT HEADINGS

a. According to the Library of Congress Subject Headings, what subject heading is used for the topic FM Radio

_____

answer _____

b. According to the Library of Congress Subject Headings, under what subject heading(s) could you "see also" for material related to Underpasses

answer _____

6. TRACINGS

In the card catalog, find the subject tracings for Heaven and Hell in Western Art

by Robert Hughes

Under what subject heading(s) would you expect to find material similar to this book?

answer _____

V. FINDING AND CHECKING OUT A BOOK

Objective: Given a call number of a book in the library, student should be able to locate the book and check it out of the library.

To help you find library materials, the materials are organized according to a classification system. A classification system is simply a way of arranging books on the shelves so that books on the same subject are shelved together. Each book is given a call number which indicates where the book will be shelved and uniquely identifies it from all others. Books in the Undergraduate Library are shelved according to the Library of Congress (LC) classification system, a system used by many academic and research libraries. (Public libraries and school libraries often use another classification system known as the Dewey Decimal system).

The LC system groups books into broad subject categories which are identified by a letter or letters of the alphabet. (see outline that follows). The specific subject of the book is indicated by the number following this first letter or letters.

example: DA
16
.C47

DA = The letter D brings together books on the subject of world history. DA brings together books on the history of Great Britain.

16 = general histories of the British Empire.

.C47 = the book or author number that is used to distinguish books about the same subject.

Library of Congress call numbers arrange on the shelf, first alphabetically by the letter or letters (example: D before E; PB before PC) and then numerically by numbers (example: E 184.5 before E 185).

The following call numbers are in correct order:

1)	2)	3)	4)	5)	6)
B	B	B	B	B	BA
712	713	713.5	713.5	713.5	100
.B73	.B72	.A15	.D428	.D43	.M33

One thing to watch for in the card catalog is a card with a plastic cover that indicates a special location. (Note: plain plastic covers just keep the cards clean). The covers that indicate locations say REFERENCE (in red), PERIODICAL (in yellow), RESERVE (in blue), or AUDIO ROOM (also in blue). Can you remember from your tour where these special locations are?

Once you have the call number for the book that you want, find the first letter on the "What's where in the UGL" sign that is on top of the card catalog. This sign will tell you on which floor of the library the book is located.

After locating the book you want from the shelves, present it along with your U-M ID card to the attendant at the circulation desk in the main lobby. There is no limit to the number of books which may be checked out to one person, and books may be renewed one time if no one else needs them.

A selective list of Library of Congress subject classification areas

Agriculture	S	Journalism	PN 4700
Anthropology	GN	**Languages	P
Archaeology	CC	English language	PE
Architecture	NA	Romance languages	PC
Art	N	Slavic (incl. Russian)	PG
Astronomy	QB	German	PF
*Biography	CT		
Bibliography	Z 1000-9000	Law	K
		Literature	
Botany	QK	American	PS
Chemistry	QD	Classical	PA
Dance	GV 1590-1790	English	PR
		Far Eastern	PL
Drama	PN 1600-1800	French	PQ 1-4000
		German	PT
Economics	HB-HJ	Spanish	PQ 6000-9900
Education	L		
Film	PN 1900	Manners and customs	GT
Fine arts	N	Mathematics	QA
Folklore	GR	Medicine	R
Games	GV	Military Science	U-V
Geography	G-GF	Music	M
Geology	QE	Natural History	QH
		Painting	ND
History	C-F	Philosophy	B
Africa	DT	Logic	BC
Asia	DS	Metaphysics	BD
Canada	F 1000-1035	Esthetics	BH
		Ethics	BJ
China	DS 701-796	Photography	TR
		Physics	QC
European War (WW I)	D 501-728	Physiology	QP
		Political Science	J
France	DC	Psychology	BF
Germany	DD		
Great Britain	DA	Religions	BL-BX
Japan	DS 801-897	Science	Q
		Sculpture	NB
Latin America	F 1201-3900	Sociology	HM
		Communism socialism	HX
Russia	DK	Family,marriage,women	HQ
United States	E-F	Sports	GV
World War II	D 731-845	Technology	T
		Zoology	QL

* CT is a general classification for biography. When possible, however, biography is by subject.
** see also "Literature" which, for many languages, is in a separate classification.

FINDING AND CHECKING OUT A BOOK: PROBLEM SHEET III

7. FINDING A BOOK

Go to the shelves and find the book with the call number listed on the card below. Write the author's name and title of the book as they appear on the title page inside the cover. If the book is not on the shelf, change the call number on the card to the book that is closest on the shelf and give the author's name and title of that book.

FINDING AND CHECKING OUT A BOOK

call number RC 473 .I5 S95

author _____

title _____

student's name _____

instructor's name _____

8. CHECKING OUT A BOOK

A. Now your mission is to take the same book with your student ID to the circulation desk in the main lobby and check out the book.

B. When you have checked out the book, put your name and your instructor's name on the appropriate lines of the card above; then pull the card from this sheet and put it in the pocket with the IBM card at the back of the book.

C. Return the book to any of the Undergraduate Library book returns.

INTRODUCTION TO SERIALS

The term "serial" may refer to one of several categories of materials: periodicals which are magazines or journals; pamphlets; newspapers; and books which are published on a continuing basis such as the Annual Review of Psychology.

Serials are valuable sources of information. Recent serials often provide more current information than is available in books, and journal publications are often the sources in which research is first published. You may also encounter a situation in which most of the books about your topic are checked out. Periodical articles provide useful alternatives to books.

VI. PERIODICAL INDEXES

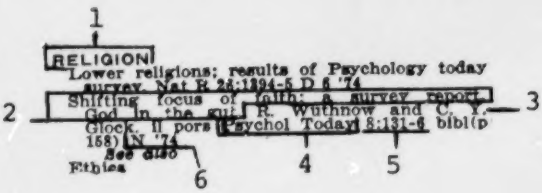
Objective: Given a subject heading and information from an entry in a periodical index, student should be able to find the given subject heading and identify a specified piece of information from the entry.

A periodical is a magazine or journal that comes out at regular intervals: weekly, monthly, quarterly, etc. There are periodicals devoted to most subjects, and they are often better than books as sources of information because the articles are more current. In addition to being up-to-date, periodical articles are briefer than books, and you can often find essential information more quickly. The Undergraduate Library subscribes to hundreds of periodicals. The titles of these are listed in the periodicals file which will be described later.

If you want to find periodical articles about a particular subject, however, you must consult a periodical index. Periodical indexes perform much the same function for periodical articles as the card catalog does for books. These indexes usually list articles according to subject or author. Under the subject heading or author's name are listed the articles and the magazines or journals in which the articles appeared.

Below appears an example of a typical entry from a periodical index.

example:


1
RELIGION
Lower religions; results of Psychology today survey. Nat R 26:1294-5 D 6 '74
2
Shifting focus of faith; a survey report. God in the gut. R. Wuthnow and C. Y. Glock. Il pors
3
Psychol Today 8:131-6 bibl(p 158) N '74
See also
Ethics
4
5
6

1. The subject heading under which the article is listed.
2. The title of the article.
3. The author of the article.
4. The title of the periodical in which the article appeared.
5. The volume number (8) and the pages (131-6) on which the article appeared.
6. An abbreviation for the date of the issue in which the article appeared.

One important advantage to understanding the parts of a basic periodical index entry is that most periodical indexes use a similar format. The abbreviations used in periodical indexes and the list of magazines indexed usually appear at the front of each issue or volume of the index.

Below are listed a few of the basic periodical indexes that are available in the Undergraduate Library and that you will use in the periodical index exercises. These indexes are located on index tables in the reference area.

Readers' Guide to Periodical Literature AI 3 .R282

Readers' Guide is typical of a general periodical index. It covers a wide range of subjects from popular and commonly known magazines. Articles are listed under subject and author.

Social Sciences and Humanities Indexes AI 3 .R29

These indexes are devoted to periodicals dealing with the humanities (literature, philosophy, religion, etc,) and the social sciences (psychology, economics, sociology etc.). Like Readers' Guide, articles are listed under subject and author.

Public Affairs Information Service (P.A.I.S.) Z 7163 .P98

This indexes books, pamphlets, and government documents as well as periodicals in the fields of economics, history, political science, etc. Articles are listed by subject only.

PERIODICAL INDEXES: PROBLEM SHEET IV

In order to answer the following questions, you will need to consult three different indexes. Be sure that you are looking up the answer in the proper index for that question.

9. In Readers'Guide to Periodical Literature, v. 22 , 1959-61
under the subject "Indians of North America"
there is an article "Indians help each other."
What is the title of the periodical in which this article appeared?
answer _____

10. In Social Science and Humanities Index, v. 17 , 1962-64
under the subject "Indians of North America--Agriculture"
there is an article by D. Jenness in "Canadian Geography Journal."
_____
What is the title of the article?
answer _____

11. In P.A.I.S. (Public Affairs Information Service), 1963
under the subject Indians
there is a book by Edward Spicer
What is _____?
answer _____

VII. ABSTRACTS

Objective: Given a volume number and subject reference, student will 1) locate the reference in the appropriate volume of the Index and identify the abstract number; 2) then the student will use that abstract number to find the reference in the abstract volume and identify a piece of information such as the author's name to indicate the appropriate abstract number has been found.

There is another type of index that arranges articles by subject and also includes a short summary of the article called an abstract. Psychological Abstracts, often called Psych Abstracts, is provided as an example to explain how abstracts differ from other periodical indexes.

There are two components of Psych Abstracts: 1) the index to the Abstracts and 2) the Abstracts themselves. Both must be consulted if the Abstracts are to be used effectively.

In order to use Psych Abstracts, first consult one of the semi-annual or cumulative subject indexes which are identified by the word "Index" in the title and by a strip of black tape. Then look under the appropriate subject heading and copy the abstract number given. Entries are listed by subject as in this example:

subject — Child Abuse/
child abuse, deprivation in parent's rearing & mistaken notions of child rearing & defective character structure & socioeconomic induced stress, review 5215 — abstract number
child abuse, family history over 5 generations, implications for prevention. 3277 — abstract number

To find the abstract number, locate the volume of Psychological Abstracts that corresponds by volume number and date to the index used. For example, if the index to v. 44, July-December 1970 is used, the corresponding volume of Abstracts is also v. 44, July-December 1970. (NOTE: This procedure varies slightly if you are using one of the cumulative subject indexes). The abstracts themselves are in order by abstract number.

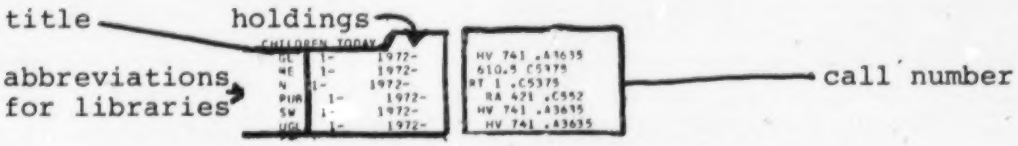
In addition to the abstract number, included in each entry is the following information:

Author(s), title of the article, journal, and a brief summary (abstract) of the article.

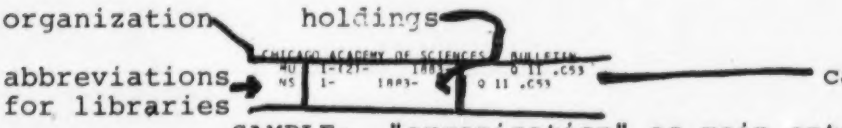
VIII. UNION LIST OF SCIENTIFIC AND TECHNICAL SERIALS

The Union List of Scientific and Technical Serials in The University of Michigan Libraries (often referred to as the Union List) is a listing of those serials--periodicals and books--that are primarily of a scientific or technical nature. Many, though not all, psychology serials are included in the Union List.

The arrangement is an alphabetical "main entry" listing. For serials, the main entry is often the title of the serial, but it is sometimes the organization that publishes the serial. For example, the Journal of the American Medical Association will be found under American Medical Association. Journal. In addition to the main entry, the Union List provides abbreviations for libraries that have the serial, the holdings that are available in the libraries, and call number information that may be needed to find the serial in the libraries. To find what the library abbreviations mean it may be necessary to consult the "Library Symbols" page at the beginning of the Union List.



SAMPLE: "title" as main entry



SAMPLE: "organization" as main entry

Copies of the Union List are available in all libraries on campus. Using the Union List to find the location of serials can save many steps. In the Undergraduate Library, a copy of the Union List is on a dictionary stand near the card catalog.

ABSTRACTS AND UNION LIST
PROBLEM SHEET V

12. In Psychological Abstracts Index for July-Dec 1969
under the subject heading School
there is an article about academic achievement

What is the abstract number assigned to this reference?
answer _____

13. Now find the volume of Psychological Abstracts that corresponds by volume number and date to the Index you just used and locate the abstract number, that is the number in your answer above. Remember, the abstract number appears next to the author's name. In what journal does the article appear?
answer _____

14. According to the Union List, in what library(ies) will the journal from the Psychological Abstracts question above be found? Give the full name, not abbreviation, for the library. Remember, there is a list of Library Symbols on a page at the front of the Union List.
answer _____

IX. NEW YORK TIMES INDEX

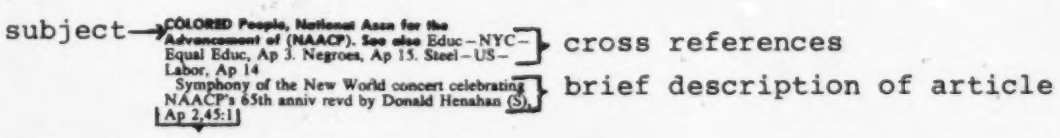
Objective: Given the subject of an entry from the New York Times Index, student will be able to identify the entry and provide the date, the page, and the column in which the article appeared in the New York Times.

Newspaper articles are important sources because they provide immediate reports of events and are primary sources for many topics. Newspaper articles can be found through an index in much the same way that periodical articles are found.

The New York Times is one major source of newspaper articles. In order to find an article from the New York Times or to pin point a date on which a particular event occurred, it is necessary to use the New York Times Index which is on two of the index tables near the reference desks.

Although the New York Times Index began in 1913, the Undergraduate Library set only goes back thirty years. Older volumes can be found in the Index Room at the Graduate Library. The Index is a subject index which means you should look things up by the subject in which you are interested. For example: baseball, education, theater, etc. Under the subject heading is the exact reference to the date, page, and column as it appears in the New York Times newspaper. "S 4, 1:4" means September 4, on page one in column four. The index also includes many cross references to names and related topics. In many cases, there will be a brief description of the article as well.

example:


subject
COLORED People, National Assn for the Advancement of (NAACP). See also Educ – NYC – Equal Educ, Ap 3. Negroes, Ap 15. Steel – US – Labor, Ap 14
cross references
Symphony of the New World concert celebrating NAACP's 65th anniv revd by Donald Henahan (S) Ap 2,45:1
brief description of article
date,page:column

X. MICROFILM

Objective: Given a date, a page number, and a column reference to an article in the New York Times (or other periodical), student will be able to find the article on the microfilm.

Once you have found a citation to the New York Times that you want, you will need to look it up on microfilm. The Undergraduate Library also has microfilm of the New York Times for the past thirty years. Older ones can be found in the Microform Room on the second floor of the Graduate Library.

Microfilm and microfilm readers are available in the front (east) corner on the main floor of the Undergraduate Library. The films are filed in the gray cabinets according to date. You can get the film yourself. Instructions for threading the film are on the readers, but if you have difficulty, the reference librarian on duty will be happy to demonstrate how to use the machines.

In addition to the New York Times, the Undergraduate Library has Ebony, Psychology Today, Scientific American, and Sports Illustrated on microfilm. The Graduate Library, however, has many more titles on film.

NEW YORK TIMES INDEX AND MICROFILM: PROBLEM SHEET VI

15. NEW YORK TIMES INDEX

The New York Times Index for 1973 indexes articles under the subject heading "Spring Valley (NY)"

The only article is about "the mixed blessings brought on by communities' big population jump."

a. On what date did the article appear in the New York Times?

answer _____

b. On which page? _____

c. In which column _____

16. NEW YORK TIMES MICROFILM

Now find the New York Times microfilm for the date in your answer above. Find the page and column in which the article appeared, and provide the exact headline for the article. NOTE: The headline does not appear in the Index.

answer _____

XI. PERIODICAL FILE

Objective: Given the title of a periodical received by the Undergraduate Library, student will identify holdings information from the card in the periodical file.

The Undergraduate Library periodicals file, located near the reference desks, is an alphabetical title listing of the periodicals (magazines) received by the Undergraduate Library. On the cards in this file is a great deal of information about the periodicals. See sample below.

(7)

(1) → UGL holds from: v. 1, 1967-

(2) → Numbers per Volume 12
Volumes per Year one (June-May)
Binding: two per volume
Jun-Nov.; Dec-May

(3) → Bound Indexes (shelved with periodical)
index to vols. 1-8

Status of unbound or missing volumes

Year	Vol.	Status
1971-72	3	MISSING

(4) → current issues
on reserve

(5) →

YEAR	VOL.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1975	9				bound		<1	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	7
1976	9	8	9										

(6) → Psychology Today

1. This first line tells how many years of a periodical are available in the Undergraduate Library.
2. The next three lines describe how the periodical is bound.
3. If there are separately published indexes to a periodical, they are listed where it says "bound indexes" and are located on the shelves with the bound volumes of that periodical.
4. Location notes are on the two lines in the middle of the card.
5. Issues for the current year are recorded in the main part of the card.
6. The title of the periodical is at the bottom of the card.
7. In the upper, right-hand corner of the card are described any known problems or exceptions.

XII. PAMPHLETS

Objective: Given a subject heading to find in the pamphlet file, student will find the appropriate folder and identify a cross reference to related material.

The pamphlet files are contained in the long row of gray filing cabinets which are near the card catalog. In each of the filing cabinets, arranged alphabetically by subject, are folders which contain pamphlets.

A pamphlet is a short, paper-covered publication often about a subject of current interest. The pamphlet collection in the Undergraduate Library is up-to-date pamphlet material including some government documents. Most of the filing cabinets are unlocked so that you may obtain the material yourself; a small number of subjects, however, are kept in a locked cabinet. This material may be obtained by asking at the reference desk. Pamphlet material may only be used in the building.

On top of the filing cabinets there is a listing of the subject headings that are used. Also, on some subject-heading cards and on the outside of the pamphlet folders themselves are cross-references which refer to other material related to that particular subject. In one of your questions, you will need to identify one of these cross-references.

PERIODICAL AND PAMPHLET FILES: PROBLEM SHEET VII

PERIODICAL FILE

17. How much of the periodical Scientific American does the Undergraduate Library hold?

answer _____

PAMPHLET FILE

18. This assignment requires that you answer two questions using a pamphlet file about one subject.

List the title of any pamphlet in the folder about Moving Pictures. Catalogs

answer _____

19. Using the same file, list a subject heading related to the one you just used. Your answer should be one of the cross references typed on the outside of the pamphlet folder.

answer _____

XIII. SIGHT AND SOUND CENTER

Objective: 1. Given a recording to check out of the Sight and Sound Center, student will find the call number in the catalog, check out the record, and answer the question. 2. Then, given a subject heading of material in the Sight and Sound Center catalog, student will find the appropriate card and provide the call number of requested material.

The Sight and Sound Center is a listening and viewing room on the second floor of the Undergraduate Library. It contains a large collection of music and spoken-word recordings for pleasure listening and class assignments. Kinds of music found here include: classical, electronic, folk, etc. In the spoken-word collection, you will find literature of all sorts, documentaries, speeches, and interviews. A number of videotapes are also available in the Center. Audio-visual materials are only for use in the Library.

To find a particular record or tape, consult the card catalogs which are at the front of the room. In the music catalog (drawers with white labels), you will find cards for composers, some music titles, and subjects--all filed in one alphabet. The spoken-word catalog (drawers with yellow labels) lists authors as well as titles and subjects for literature and documentary materials.

The call number of a record or tape consists of the information in the upper left-hand corner of the catalog card. This information should be copied onto a call slip. Then, the rest of the call slip should be filled out and presented to the attendant at the desk. In exchange for the slip and your ID card, you will be given the requested material and a set of earphones which can be used at any empty turntable or cassette. Instructions for using the machines are located at each station.

XIV. CLOSED RESERVE SYSTEM

Objective: Given a reserve reading to find, student should be able to interpret the reserve list so as to be able to get the reading from the reserve desk and answer a question pertaining to that reading.

Sometime, one of your instructors may tell you that books or articles have been put on "closed reserve" at the Undergraduate Library. The reserve desk is at the rear of the main (first) floor. To the left of the desk are black notebooks containing lists of books on reserve for each course. The notebooks are arranged alphabetically by department (botany, chemistry, English) and the lists in each notebook are in order by course number.

When you want a book or article that is listed in one of the notebooks, take one of the call slips near the reserve desk. On this slip, write the call number information that is located under the author or title on the list. Then, to get the book or article, give the slip to one of the assistants at the reserve desk.

Reserve books may only be used for four hours at a time during the day. Most reserve books may be checked out overnight after 7:30 p.m. but must be returned to the Library by 9:00 a.m. the following morning. Reserve books should be returned to the reserve desk. If the Library is closed, however, books may be returned to any of the book drops on the outside of the building. Remember that fines for reserve books increase each hour that the book is overdue. Fines are twenty-five cents the first hour and fifty cents each additional hour.

Periodical articles that have been put on reserve may only be used in the building, and they do not circulate overnight.

SIGHT AND SOUND CENTER AND CLOSED RESERVE
PROBLEM SHEET VIII

SIGHT AND SOUND CENTER

Below are two questions that can be answered by using the facilities in the Sight and Sound Center. In the first, it will be necessary to find the answer on the record jacket or the record itself.

20. On the recording Fractious Fingering listed in the Music catalog, what is the title of the third work on the first side?

answer _____

21. Provide the call number of the first recording under the subject English Language in the U.S.--Dialects in the Spoken Word catalog.

answer _____

CLOSED RESERVE

22a. Go to the closed reserve area.

22b. Find the list for CULS English in the black notebook labeled English (100-). Instructor Richards

22c. Fill out a call slip with the call number for the book referred to in your question. Be sure to put your name on the lower half of the slip.

22d. Take your slip to the reserve desk and check out the book.

22e. You should use the table of contents or index to help you find the answer.

22f. Question: Who wrote the chapter or article Taste Receptors in Psychobiology?

answer _____

XV. BIOGRAPHY

Objective: Given the name of a person, student will be able to identify references to articles and books in Biography Index or will find a specified piece of information about the person in a major biographical tool.

There are many sources for information about people. You can sometimes find book-length biographies by looking under the last name of the person in the card catalog. There are also biographical directories whose articles may be short or long, and which may be arranged by nationality, race, religion, profession, etc. The titles of the general biographical sources to be used for this assignment are:

Biography Index Z 530 .W75 A1 (Index Table)

This is like the periodical indexes you used earlier in that it refers you to information in other sources such as periodicals, books, and the New York Times.

Who's Who in America CT 210 .W63 (Reference)

Who's Who in America is representative of a whole series of biographical directories. These directories include biographical information about people that are noted for their work in some field of endeavor. Arrangement is alphabetical by last name. The entries are short and include such information as birth date, parents'names, education, degrees, publications, positions held, address, family, etc. Some of these directories are organized according to subject areas such as American Men and Women of Science. Others, like Who's Who in America, are more general in their coverage.

Current Biography CT 100 .C98 (Reference)

This monthly publication is cumulated into a hardbound volume once each year. It includes two to three page articles about well-known people who have been in the news. Often a photograph is included, and a short bibliography of sources at the end of each article gives suggestions for further reading about the person. Articles also give full name and its pronunciation, birth date, and occupation. There are ten-year indexes in the 1950, 1960, and 1970 bound volumes. There is also a cumulative index for the complete set.

XVI. BOOK REVIEWS

Objective: Given the title and author and date of publication of a book, student should be able to find reviews in Book Review Digest and Book Review Index and identify a part of the entry.

Book reviews are often the only available sources of criticism. There are several publications that list reviews which appeared in newspapers and magazines. These lists of reviews are called book review indexes. In order to find a review in one of these indexes, first find the date (year) the book for which you want reviews was published. Then check the different book review indexes covering that year. The book may not have been reviewed until the year following publication, so also be sure to check the next volume of the index. Most of these book review indexes are arranged alphabetically by the name of the author who wrote the book for which you want reviews. These indexes are shelved in call number order in the reference section. Book review indexes that are to be used for this exercise include:

Book Review Digest Z 1219 .B722

This set began in 1905 (Undergraduate Library copies begin with 1927) and is kept up to date with monthly issues that cumulate into a single volume once each year. The reviews are listed under the author's name. At the back of each volume, there is also a listing of titles and subjects which will refer you to the author's name. Book Review Digest often includes a brief excerpt of the review along with the citation (title, volume, pages, and date) for the source of the review. NOTE: there is a key to abbreviations in the front of each volume.

Book Review Index Z 1035 .A1 B72

This set began in 1965. Reviews are listed under the author's name, and there is no listing by title or subject. There are also no excerpts. There may be, however, some reviews listed here that were not included in Book Review Digest. NOTE: there is a key to abbreviations in the front of each volume.

BIOGRAPHY AND BOOK REVIEWS
PROBLEM SHEET: IX

BIOGRAPHY

23. In Biography Index, v. 8, there is a list of articles about Lorraine Hansberry.
What is the title of the first article, and in which book or magazine is it located?

title of article _____

book or magazine _____

24. In Who's Who in America, there is an article about Leroy Eldridge Cleaver.
to what address would you send a letter for this person? (either present office or home address is acceptable)

answer _____

25. In Current Biography, 1950, there is an article about J. Edgar Hoover. When was he appointed head of the FBI.

answer _____

BOOK REVIEWS

26. The Marx Brother Scrapbook
written by Groucho Marx
was published in 1974. On what date did a review of this book appear in the periodical Film Quarterly ?

answer _____

Make a check mark beside the book review source you used to find your answer: Book Review Digest ( ) Book Review Index ( )

XVII. DICTIONARIES

Objective: Given a term, student should be able to identify an appropriate dictionary to use and find the definition of the term.

Dictionaries are books in which there are lists of words usually in alphabetical order. The meanings or definitions of these words are given as well as how they are pronounced. Some dictionaries may even show the context in which words are used and how the word came from other languages into our language. Dictionaries may also trace the change in meaning of a word from the way it was used centuries ago to the way it is used now.

There are basically three types of dictionaries: those which are of a general nature, those which concentrate on individual areas (e.g. economics, art, language, etc.) and those which translate words from one language to another.

There are two major categories of general dictionaries. Large dictionaries which try to include every word in a language are called unabridged dictionaries. Smaller, abridged dictionaries try to limit themselves to the most commonly used words for which they give the most basic definitions.

Example of an unabridged dictionary:

Webster's Third New International Dictionary PE 1625 .W382

This dictionary gives definitions based on current use of the language. The Webster's unabridged dictionaries are found on the dictionary stands throughout the Undergraduate Library.

Example of an abridged dictionary:

American College Dictionary PE 1628 .A5

Abridged dictionaries are located in the reference section by call number.

There are also special dictionaries which limit themselves to special subject areas such as economics, art, language, etc. Usually, the definitions in these are more detailed than they are in a regular dictionary. These special dictionaries define words as they are likely to be used by people involved in the special field. These special dictionaries will be located in the reference section by call number.

Below are listed the special dictionaries that are to be used for this assignment:

Dictionary of Art Terms and Techniques N 33 .M47
Dictionary of Economics HB 61 .S63 1971
Dictionary of Politics D 419 .L32 1971
Dictionary of Psychology BF 31 .H285 1947

Another problem for which a dictionary can be used is that of defining in English a word from a foreign language. Foreign language dictionaries translate foreign words into English and also provide a definition of English words in the foreign language. Below are listed the three foreign language dictionaries that are to be used for this problem. There is a copy of each of these on the reference shelves, and there are also copies on closed reserve.

Cassell's French Dictionary PC 2640 .C34
Cassell's German Dictionary PF 3640 .B56
Cassell's Spanish Dictionary PC 4640 .C34

DICTIONARIES: PROBLEM SHEET X

27. Which dictionary, Webster's Third or American College Dictionary, defines the term "nonconformist" as "a person who fails or refuses to conform to some norm"?

answer

28. Using the appropriate specialized dictionary, what is the definition of the economic term "malfeasance".?

answer

29. Using the appropriate foreign language dictionary, what does the German term herfinden mean in English?

answer

XVIII. ENCYCLOPEDIAS

Objective: Given information in a general or specialized encyclopedia, student will find appropriate encyclopedia, use the index if necessary, and answer the question.

A general encyclopedia is often the best place to start research about a great number of topics. Most encyclopedias have comprehensive indexes, usually in the last volume of the set. These indexes locate all information in the set on a particular subject. Be sure to check the index before using the encyclopedia. Often articles in an encyclopedia have bibliographies leading to other books or to articles about the subject. Two of the important, general encyclopedias are:

1. Encyclopedia Americana AE 5 .E55 1975
2. Encyclopedia Britannica AE 5 .E56 1972

In addition to general encyclopedias which cover a wide range of subjects, there are many encyclopedias which concentrate on specific subject fields. The articles in these are apt to be more exhaustive in the subjects covered. These encyclopedias are also to be found in the reference section of the Undergraduate Library. As is the case with the general encyclopedias, the index--usually a separate volume--should be consulted first. Examples of specialized encyclopedias:

Encyclopedia of Education LB 15 .E55

Encyclopedia of Philosophy B 51 .E56

Encyclopedia of World Art N 31 .E543

Grove's Dictionary of Music and Musicians ML 100 .G883 1955

International Encyclopedia of the Social Sciences H 41 .I58

McGraw-Hill Encyclopedia of Science and Technology Q 121 .M15 1971

ENCYCLOPEDIAS: PROBLEM SHEET XI

For this assignment, there are two questions. In the first question, you will need to compare two general encyclopedias: the Encyclopedia Americana and the Encyclopedia Britannica (Be sure to use the Britannica with the call number AE 5 .E56 1972).

30. Which encyclopedia, Americana or Britannica, has 12 pages of colored pictures of birds of North America?

answer _____

volume in which you found the answer _____

page on which you found the answer _____

31. The second question requires information from one of the specialized encyclopedias listed on the information sheet. According to the International Encyclopedia of the Social Sciences, at what time did "totalitarianism" come into general or academic use?

answer _____

_____

_____

volume in which you found the answer _____

page on which you found the answer _____

XIX. LITERARY HANDBOOKS

Objective: Given information to find about a literary work, student will find information in appropriate literary handbook.

At times you will want to find answers quickly to questions pertaining to literary works. The Undergraduate Library reference collection contains a number of literary handbooks designed to help you with such questions. The following are examples of works that are available:

Masterpieces of World Literature in Digest Form

PN 44 .M182 1952. On closed reserve.
Ask for by call number and volume number.

This is a four-volume work which contains summaries of novels, plays, some works of poetry and other works of literature without plots. The arrangement is alphabetical according to the title of the work. In addition to an analysis of the work, the type of work, author, time of action of the plot, locale, principal characters, and date of publication are given. To use the set, you must first consult the index, copies of which are at the reference desks and at the reserve desk. The index tells which works are summarized and in which volume.

Cyclopedia of Literary Characters PN 44 .M17 1963 (in reference)

In this work the main characters for each play or novel are listed along with their relationship to each other and to the action of the story. There is no actual summary of the plot, but by reading about each character, you can get a good idea of what is going on. The author, time of action, and date of publication for each work are also given. There are two indexes in the back of the book---one listing all the authors represented and one listing all the characters. The arrangement of the Cyclopedia itself is by title of the works indexed.

Drury's Guide to Best Plays Z 5781 .D776 1969 (reference)

This work is arranged alphabetically by author's name and has an index for titles. Along with providing basic information about characters, setting, etc., for people who are interested in producing plays, it gives short, one paragraph summaries of the action of 1500 plays.

Oxford Companion to American Literature PS 21 .H32 1965

Oxford Companion to English Literature PR 19 .H34 1967

Both are in reference. All the Oxford Companion books have an alphabetical arrangement of subjects and are valuable for quickly providing the basic information about authors and important literary works, definitions of various literary terms, information about literary movements, and brief summaries and analyses of some works of literature. Above are listed only two of the many titles in the Oxford Companion series.

Reader's Encyclopedia PN 41 .B46 1965 (reference)

This book is intended to answer all kinds of questions which might come up while reading. It gives references to such things as works of art, musical compositions, ancient gods and goddesses, important religious references and much more. Like the other works mentioned, it also helps with the identification of titles, authors, and characters of major literary works, definitions of terms, background information on the literature of different countries, etc. It is world-wide in scope and covers all periods of history. The arrangement is alphabetical by subject.

LITERARY HANDBOOKS: PROBLEM SHEET XII

Below are two questions that will require the use of two literary handbooks. One question is from Magill's Master pieces of World Literature which is on closed reserve.

32. According to Masterpieces of World Literature, v. 4, when was Men and Women by Robert Browning first published?

answer _____

_____

page on which you found the answer _____

33. The other question should be answered using the appropriate literary handbook located in the reference section by call number.

According to Drury's Guide to Best Plays, who wrote The Barber of Seville?

answer _____

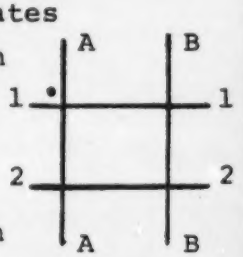
_____

page on which you found the answer _____

XX. ATLASES

Objective: 1. Given a geographical place name, student can find the place on a map and tell in what direction that place is from another place.
2. Given a chart or graph in an atlas, student can answer a question related to the information on the chart.

An atlas is usually a collection of maps. The gazetteer or index is the key to the maps in an atlas. By looking in the gazetteer, you will find on which page a specific place is located. Be sure to use the gazetteer. It not only provides the page on which a place is located, but also the coordinates that define where that place is on the map (e.g. the dot on this diagram is closest to the coordinates A and 1).



When consulting a map, it is also important to know in what direction a place is located. Remember: "north" is at the top of the map; "south" is at the bottom of the map; "east" is at the right of the map; and "west" is at the left of the map.

Most atlases also contain special kinds of information relating to a variety of subjects. For example, atlases may contain charts or maps that explain population, religious, or political distributions. There may also be mileage charts that tell the distance between two places. These are only two examples of some of the special information that may be found in atlases. One of your questions will ask you to identify information of a specialized type.

Atlases to be used in this exercise are in the atlas cases.

Rand McNally Cosmopolitan World Atlas GA 321 .1971 R22
Be sure to use the 1971 edition.

Reader's Digest Great World Atlas GA 321 .1968 R29

Times Atlas of the World GA 321 .1971 B28
Comprehensive edition.

National Geographic Atlas of the World GA 321 .1970 N28

ATLASES: PROBLEM SHEET XIII

In order to answer these questions, you will need to identify two different types of information found in an atlas. In the first question, be sure to consult the gazetteer or index at the back in order to find the map on which the place you need to find is located.

34. According to National Geographic Atlas
if you were traveling from Dacca, Bangladesh
in what direction (north, south, east, or west) would you go in order to get to Jamalpur, Bangladesh ?
answer _____
page on which you found the answer _____

35. Using the same atlas as above, answer the following question.
According to the information on p. 120 , what was the name of the empire to which Laos once belonged?
_____
answer _____